

## **DODGE COUNTY FINANCE COMMITTEE**

March 14, 2017, 8:00 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:00 a.m.

Members present from the Finance Committee: Benter, Fink, Frohling, Guckenberger, and Schaefer.

Member absent from the Finance Committee: None.

Others present: County Administrator Jim Mielke; Finance Director Julie Kolp; Deputy County Clerk Christine Kjornes; Corporation Counsel Kimberly Nass; Assistant Finance Director Eileen Lifke; Dodge County Deputy Sheriff Scott Smith; Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Information Technology Director Ruth Otto; Database Administrator Gene Riha; Highway Commissioner Brian Field; Clearview Director of Financial Services Bill Wiley; County Board Supervisor Jeffrey Caine; County Board Supervisor William Muche; and County Board Supervisor Jeff Berres.

Finance Director Julie Kolp certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Benter, seconded by Guckenberger to allow the chair to deviate from the agenda at his discretion. Motion carried.

Motion by Fink, seconded by Schaefer to approve the February 14, 2017 minutes, as presented. Motion carried.

Human Services and Health Department Director Becky Bell provided an oral report to the Committee regarding a Resolution abolishing a vacant, *Counselor I, II, or III – AODA* position, and creating a new, *Psychiatric Therapist II – Outpatient* position. The Fiscal Note sets forth a Fiscal Impact in the amount of \$22,314 (Net Surplus) on the 2017 adopted budget. Ms. Bell reported that the *Counselor I, II, or III - AODA* position is only one position, but the education requirements for this position did not allow for reimbursement from the state for services rendered, therefore, the Human Services and Health Department is requesting to create a *Psychiatric Therapist II – Outpatient* position that will specialize in mental health and AODA, and the services rendered will be eligible for reimbursement by the state. Motion by Schaefer, seconded by Guckenberger to approve the Fiscal Note as presented and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send the Resolution to the County Clerk. Motion carried.

**Resolution 16-101** – Purchase of a Dishwasher for the Detention Facility in the amount of \$149,293.54, from D.A. Berther, Inc. The Fiscal Note set forth in Resolution No. 16-101 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the 2017 adopted budget. Dodge County Deputy Sheriff Scott Smith reported that the current dishwasher in the Detention Facility kitchen is 17 years old, and the sanitary pipe replacement project provides an ideal time to replace the dishwasher.

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Motion by Benter, seconded by Fink to approve the Fiscal Note as presented, and authorize and direct the Finance Committee's Chairman to sign the Fiscal Note and send Resolution No. 16-101 to the County Clerk. Motion carried.

Clearview submitted an Intra-Departmental Fund Transfer Form to cover the cost to purchase computer equipment. Clearview Director of Financial Services Bill Wiley reported that visual display board control boxes are failing and need to be replaced. Mr. Wiley is requesting the transfer of \$9,400 from BU 4591.5819 (Moveable Equipment), to BU 4591.5818 (Computer Equipment). Motion by Schaefer, seconded by Benter to authorize and direct the Finance Committee's Chairman to sign the Intra-Departmental Fund Transfer Form. Motion carried.

The Committee had a discussion on the creation of a Sales and Use Tax Policy. County Administrator Jim Mielke noted his memo dated March 8, 2017 provided an overview of the issue. He stated a goal of such a policy could be to prioritize how Sales and Use Tax remittances are appropriated such as first priority debt service; second priority highway projects, followed by building maintenance or improvements. He noted that the Highway Committee had a discussion at their March 9, 2017 meeting regarding the use of sales tax remittances for the purpose of repairing county roads. Mr. Mielke further reported that sales and use tax remittances have been used for Dodge County Debt Services and other Dodge County Capital projects. Supervisor Frohling reported that the sales tax base was established at the time of the Clearview bonding, the 1% increase to the sales tax base is an annual increase, and sales tax remittances are an expected revenue. Supervisor Frohling commented that debt services need to be paid before other projects are funded. Highway Commissioner Brian Field reported that there are no sales tax dollars in the 2017 Highway Budget. It was a consensus of the Committee that a draft Sales & Use Tax Policy be brought to the Finance Committee's April meeting for discussion.

Ms. Bell introduced Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper. Ms. Bell reported that bills are being processed in a timely manner, and the clinical staff went live with Netsmart on March 1, 2017. Ms. Bell further reported that Netsmart will be onsite on April 17-19, 2017 to work with clinical staff to resolve any issues, and testing has been done with live data. Information Technology Director Ruth Otto reported that data from the production environment has been moved into development so it can be submitted to Clearinghouse so issues and concerns can be worked on before NetSmart is onsite in April. Ms. Kolp asked;

- How was the decision to go live determined?
- What risks were evaluated to justify going live without testing the billing, reports, the general ledger upload and developing new billing staff workflow?

Ruth Otto stated it was Ms. Bell's choice to go live. Jim Mielke further followed up with the fact that this was not the desired method to move forward, but the Clinical staff was ready and it is unfortunate that there has been turnover with the Fiscal staff. Ms. Kolp stated without testing and doing our due diligence on the back end of the billing system, it poses great risk to the entire implementation.

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Supervisor Guckenberger asked what the goal is of the billing system. Ms. Hooper responded that the goal is to send out bills on a weekly basis.

Ms. Kolp reported that she received an email from the U.S. Department of Justice asking if she was the contact person regarding the audit finding identified by Johnson ^ Block. Ms. Kolp further reported that Senior Accountant Makenzie Drays is up to date on the recording of TCM accounts receivables, and Ms. Drays has sent a summary to Johnson ^ Block for their review. Ms. Kolp further stated an analysis of bad debt and the need for an estimated allowance for doubtful accounts still needs to be determined.

There was no discussion on the Statement of the Dodge County Treasurer, or on County Investments.

Assistant Finance Director Eileen Lifke provided an oral report to the Committee regarding Civil Process. Ms. Lifke reported that the Finance Department found that New World reports were duplicating information regarding Civil Process fees, fee duplication from the years 2014-2016 amounted to \$266,562.86, and processes have been modified to accurately record Civil Process fees. Mr. Smith commented that the New World system is unable to gather information from other parts of the New World system, therefore, reports are inaccurate. Ms. Kolp stated that there are sufficient funds in the 2016 Adopted Budget to correct the over posting of revenues in the amount of \$266,562.86. Starting in 2017 Civil Process revenues will be recorded as cash and prepaid. This process will be reviewed again with the implementation of Spillman.

There was no discussion on Dodge County Vouchers \$10,000 or more.

There were no Committee Member Reports.

Ms. Kolp provided a brief oral update to the Committee on the ERP Project. Ms. Kolp reported that the Lead Team received a Spotlight Analysis document from GFOA listing 1008 functional requirements. The team worked on to resolve the yellow and red items. Ms. Kolp further reported that on Thursday, March 9th, 2017 the team met with Kronos and Tyler to discuss budget information and Highway Department work orders. Ms. Kolp commented that an ERP proposed timeline has been added to the ERP Project Publication, however it will be revised as the contract is negotiated.

The next regular meeting is scheduled for Tuesday, April 11, 2017, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:32 a.m.

  
Ed Benter,  
Secretary

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**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**